

Dear Member:

**According to Indiana law, TRF will grant military service credit to a member under the following conditions:**

1. Member has an honorable discharge from active military service.
2. Member started or completed four years of approved college teacher training before induction into active military service; **OR**
3. If the member started, but did not complete college teacher training before induction into active military service, the member must have returned to four-year college teacher training within **18** months after discharge from active military service.
4. If the member completed college teacher training before induction into active military service, the member must start or return to an actual teaching position within **18** months after discharge from active service.
5. Member must have at least **ten** years of Indiana teaching service credit.

**Member required to furnish military documents which show:**

1. Date of entry into active military service.
2. Date of honorable discharge from active military service.  
**Please note military form “DD214” normally provides sufficient documentation.**

**If member completed four years of college, but did not teach before induction into active military service, member must provide copies of transcripts for the four-year college work.**

**If member started, but did not complete, approved college teacher training before induction into active military service, member must provide:**

1. Copies of transcripts of college work before induction into active military service.
2. Copies of transcripts of college work after honorable discharge from active military service.

**If member needs help locating “DD214” or other military records, member should assemble all possible information concerning his/her military service and contact:**

National Personnel Records  
Military Personnel Records  
9700 Page Avenue  
St. Louis, MO 63132

**Member must complete ten years of Indiana teaching service credit before military service credit will be granted.**